

	APPLICATI	ON FOR RECORDS RET	ENTION SCHEDULE		ARCHIVES AND HISTORY NAGEMENT DIVISION		
Depart		Publication No. 76—RM—1 for sand History, Records Mana Section.					
FOR AGE	NCY USE	1. Agency Address Department of Human	Pagaurana	FOR RECORDS MANAGEMENT USE			
Application Date	•	-			Application Number		
June 24, 1976		Division of Administration Patient Accounts Unit		76-	216		
Application Number		47 Trinity Avenue,		Date Received	Data Completed		
DHR-78		Atlanta, Ga.		JUN 28 1976	JUL - 6 1976		
2. Person to C	ontact		Working Title		Telephone Number		
Gwen Bre	ewster		Director	·	656-4860		
3. Action Req	uested						
a. 🗷 Esta	ibush Retention	Schedule; record will continue	to accumulate.	•	•		
b. 🗆 Dist	ose of present a	ccumulation; no further accumi	ulation anticipated.	•	• •		
	end Application		One: Change; Super				
4. Dates of Ser Earliest	ri es Latest	5. Records Series Title (follo	wed by title used in office; if	different)			
1972	Present	Patient Accounts I	Hospital Deposit Lis	tina Files			
6. Division and	d Office Function	<u></u>	of the Division and the Office		pries is created?		
Department general su services; The Patien to pay upo This offic benefits a ment.	. This inc. pport service and personne t Accounts to n entering to e also recent nd applies	istration is responsi- ludes general account ces; data processing el services. Unit is responsible f any State hospital; a ives Medicare insuran- them to individual ac	ing services; budget and management infor or actively investignation pplies and collects ce, Medicaid checks, counts, checking to	development as mation systems wating each pate for cost of call personal net be sure there	nd management; ; patient account ient's ability re from hospital. income or other is no overpay-		
7. Record Seri	·	This file contains the follow Attach samples of the file.	ring documents (include form		·		
	relating to: s (usually i	daily) to patient pa	•	eposits made by	state		
Included are patient	e:Cemputer 4/s/ name, payee	usually Contings that a hospital name, payee #, depos	code #, patient"acco	ount number, ath, and amount	paid.		
			•				
. 1				÷.,	•		
			·				
			1		•		
File is arran	ged: by hosp	ital name thereunder	by date of report.				
8. Monthly Re	eference Rate	How often are records re	ferred to which are:				
One to six twenty-five	months old	10 ; Seven to twelve mon	ths old 5; Thirteen	n to twenty-four mon	the old $\frac{1}{2}$;		
	e of Accumulation	on of Records Legal-size drawers	; Shelves1	: Other (specify)	6.F		

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YES	NO	10. Qu	estionnaire	(Place an "X	" in the proper co	olumn)			<i>y</i>			
X		.		ial copy of the	series?		(7			
X			If not, where is it? Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Confidential client information									
	X			a vital record?								
	X		d. Does this series have historical or long term research value?									
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?											
	X				,	oublished?	If ves. attach copy.					
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? X If yes, attach copy. Annual report ledger											
X		h. is	there a duplic	ation of this s		e, or in anot	her office or agency?					
	Χ				on of it! regularly			ttached				
<u> </u>					a computer print							
17. 1	(etent	ion Heq	uirements .	i n	e following require	es the series	to be kept:		-			
-		te Law			years.		Audit period	 5	years.			
		tute of II leral law	mitation	· -	years. years.	·=·	Administrative need Federal retention instructions	5	years.			
							· ·		7 441 41			
-	Attach	CODY O	excert of lav	ws or regulatio	ns. Explain admir	nistrative ne	ed.					
1	Based	d on p	revious 1	reference	experience,	Patient .	Accounts need files	for a 5 y	ear period.			
		1		•					•			
		····										
12.	Appro	ved Disp	osition Instru			-	e file series be cut off at the e	4				
					Calendar Year; K	Fiscal Yea	r; 🗆 Other	·	then,			
. (Mol	ld in the	current files	area	month(s)	year	(s); then	**				
					year(s);							
	a ira⊪ A Des		State Mecord	s Çenter; noid	4yea	r(s); then	•		-			
] Trai	nsfer to		es for permane	nt retention.							
C	3 Oth	ier (Spe	cify)		i	•						
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7	'hese i	nstructi	ons apply to	all prior and fu	iture accumulation	ns of the ser	ies.					
Agend	y Hea	d/Design	nee (Signatu	re)	Date	Records M	anagement Officer (Signatur	e)	Date			
6	Den	en l	Brew	atu	6-24-76		and milmal	2 Rm	6-25-76			
	-				<u> </u>	C+-	Its Records Committee (Sign		Date			
		dations i		<u> </u>			Ite Necords Committee Sign	eture)	7,			
-		approv		State Audi	tor/Designee	<u>حا_</u>	- Flend	** · · · · · · · · · · · · · · · · · ·	7-1-26			
of exp		ved, attach letter ion.)		Secretary of State/Designee		On	reall Hart		6-30-76			
				Attorney Ge	neral/Designee	M	Wheel		72.76			
A-50	-71;	Rev. 76			(B)	everse Side)			· · · · · · · · · · · · · · · · ·			

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